

- 1. TITLE:** **Leave and Travel Concessions - Isolated Centres**
- 2. PURPOSE:** These arrangements are in recognition of the need for officers and their families to relieve the hardship and disabilities associated with living in remote and isolated areas of the state.
- 3. LEGISLATIVE PROVISION:** Section 34(2) of the *Public Service Act 1996*.
- 4. APPLICATION:** This directive applies to public service officers.  
  
It **does not apply** to –
  - employees engaged under section 111 of the *Public Service Act 1996*; and
  - employees engaged under section 113 of the *Public Service Act 1996*.
- 5. STANDARD:** The conditions and entitlements prescribed in this Schedule apply.
- 6. EFFECTIVE DATE:** The directive is to operate from **1 November 2001**.
- 7. VARIATION:** The provisions in the Schedule may be varied in accordance with a certified agreement made under Chapter 6, Part 1 of the *Industrial Relations Act 1999* or decisions of an industrial tribunal of competent jurisdiction.
- 8. INCONSISTENCY:** Sections 34 and 117 of the *Public Service Act 1996* and section 687 of the *Industrial Relations Act 1999* apply if there is a conflict with an act, regulation or industrial instrument.
- 9. SUPERSEDES:** Circular 4/92
- 10. PREVIOUS REFERENCES:** Circular 3/89: *Isolated Leave and Travel Concessions*  
Administrative Arrangement operative from 1 January 1984 (superseding earlier versions)
- 11. SEE ALSO:** Directive 8/00: *“Transfer and Appointment Expenses”*

## SCHEDULE A

### LEAVE AND TRAVEL CONCESSIONS

#### GENERAL CONDITIONS

##### Eligibility

These leave and travel concessions apply to public service officers (**referred to as “officers” in this directive**) who work at isolated centres (as defined in this directive).

The chief executive may grant the concessions at any time during each year of service at the isolated centre. This discretion is exercised by taking into account the particular circumstances of each case and the length of time the officer has spent at the isolated centre.

##### Entitlement

The concessional arrangements described in this directive are available to officers every twelve months on the anniversary of the officer's date of commencement at the isolated centre.

##### Definitions

“spouse” has the same meaning as *the Industrial Relations Act 1999*.

## SCHEDULE B

### LEAVE CONCESSIONS

##### Category

The conditions in this directive apply to officers of the public service including the teaching service.

appointments and undertake other personal matters that cannot be attended to in the centre.

##### Concessions

The additional leave concession is five working days each year, non-cumulative.

Such leave may be taken either separately from or conjointly with recreation leave or long service leave and is subject to conditions as determined by the chief executive.

##### Entitlement

Leave may be granted to transact business, receive dental treatment, attend specialist

In the case of teachers this concession is not to be taken conjointly with vacation periods.

### TRAVEL CONCESSIONS

##### Entitlement

Officers employed under section 8 of the *Public Service Act 1996* (including teachers); the spouse and any dependent children of the officer are eligible for concessions in accordance with this schedule.

##### Air Fares

One return air fare each year from the centre of appointment to the designated major coastal centre (see Schedule of eligible centres) each year. This is non-cumulative.

In addition one return air fare from the centre of appointment to Brisbane or equivalent fares to any other centre within the state. This is non cumulative.

Where the officer and spouse are both employed in eligible centres, as provided for in these arrangements, only one set of travel arrangements apply

There is no requirement for any members of the officer's family to utilise the concessional travel at the same time as the officer.

Any dependant child not residing at the isolated centre and attending boarding school or another educational institution is to be allowed concessional travel from the boarding school or educational institution to the selected destination and return provided that-

- the travel is taken at the same time the officer and/or the officer's family undertakes the concessional travel; and
- the cost does not exceed the travel costs that would have been incurred had the child been resident at the isolated centre.

Where appropriate air services are not available from the centre of appointment a motor vehicle allowance, similar to that payable to officers on transfer, is payable for the distance travelled for the forward and return journeys from the centre of appointment to the nearest air terminal.

OR

### Private Motor Vehicle

Where an officer chooses to use a private motor vehicle instead of air travel the officer is entitled to -

- A motor vehicle allowance; and
- Overnight accommodation and meals

for the distance travelled from the centre of appointment to the applicable destinations and return. This is on the same basis as that applicable to officers on transfer using their private motor vehicle (ministerial directive: *Transfer and Appointment Expenses*) subject to the total cost not exceeding the costs of air fares.

The payment of cash in lieu of air fare concessions (for the officer only) does not preclude other members of the officer's family possibly being eligible for concessions.

Applications for the cashing in of travel concessions are subject to such conditions as the chief executive determines. This may include constraints such as the timing and form of the application.

The application of provisions relating to visits by close family members is to be administered by chief executives with discretion to meet particular circumstances. Close family members generally refer to parents, children, brothers and sisters.

OR

### Alternative transport

The chief executive may approve travel expenses for an officer where the officer wants to use other forms of transport instead of air travel or private motor vehicle. Approval is based on travel expenses incurred from the centre of appointment to the applicable destination and return provided that the cost does not exceed the cost of air fares.

The air fares allowable in terms of this approval and all payments relating to them is to be based on any special rate negotiated by the department with an approved carrier and should not exceed economy air fares rates where applicable.

OR

### Cash payment instead of travel

Where an officer wants to cash in an entitlement to return air fares before any travel is undertaken, the chief executive may approve payment in lieu of travelling expenses not exceeding the amount of the air fare entitlement for the officer only.

However where the officer wants to transport close family members to the centre of appointment instead of outward travel the chief executive may permit the transfer of travel concessions applicable to the officer and the officer's spouse only.

**ELIGIBLE CENTRES****Isolated Centres****Designated Major Coastal Centres**

	Adavale	Brisbane
*	Almaden	NIL
*	Aramac	NIL
*	Auburn River	NIL
*	Augathella	NIL
	Aurukun	Cairns
	Badu Island	Cairns
	Beardmore	NIL
	Bedourie	Brisbane or Rockhampton
*	Begonia	NIL
	Birdsville	Brisbane
	Bloomfield River	Cairns
	Boigu Island (AKA Malu Kiwai)	Cairns
	Boulia	Brisbane or Rockhampton
	Boulia Island	Cairns
	Burketown	Cairns
*	Cameron Downs	NIL
	Camooeal	Townsville
*	Chillagoe	NIL
*	Clarke Creek	NIL
*	Cockatoo	NIL
	Coconut Island	Cairns
	Coen	Cairns
	Cooktown	Cairns
*	Cracow	NIL
	Croydon	Cairns
	Cunnamulla	NIL
	Dajarra	Townsville
	Darnley Island	Cairns
	Dauan Island	Cairns
	Doomadgee	Cairns
	Duchess	Townsville
	Eromanga	Brisbane
*	Eulo	NIL
*	Evesham	NIL
*	Forsyth	NIL
*	Georgetown	NIL
	Gunpowder	Townsville
	Hopevale	Cairns
	Hungerford	Brisbane
*	Isisford	NIL
*	Jericho	NIL
	Jessica Point	Cairns
*	Julia Creek	NIL
	Jundah	Brisbane or Rockhampton
	Karumba	Cairns
*	Kilcummin	NIL
	Kowanyama	Cairns
	Kubin	Cairns
	Kynuna	Townsville
	Lakeland	Cairns
	Laura	Cairns
	Lawn Hill	Townsville
*	Lockington	NIL
	Lockhart River	Cairns
	Lorraine	Townsville

**ELIGIBLE CENTRES**

**Isolated Centres                      Designated Major Coastal Centres**

	Mabuiag Island	Cairns
	McKinlay	Townsville
	Mali Kiwai (AKA Boigu Island)	Cairns
	Moa Island	Cairns
	Moreton	Cairns
	Mornington Island	Cairns
*	Mount Surprise	NIL
	Murray Island (AKA Mer)	Cairns
*	Muttaburra	NIL
	Noccundra	Brisbane
	Normanton	Cairns
*	Orion	NIL
	Palm Island	Townsville
*	Petford	NIL
	Pormpuraaw (formerly Edward River)	Cairns
*	Quilpie	NIL
*	Richmond	NIL
*	Rocky Crossing	NIL
	Rossville	Cairns
	Saibai Island	Cairns
	St Pauls	Cairns
*	Stamford	NIL
	Stephens Island	Cairns
	Stonehenge	Brisbane or Rockhampton
	Thargomindah	Brisbane
	The Monument	Townsville
	Thursday Island	Cairns
*	Tresswell	NIL
	Valkyrie	NIL
	Warraber Island	Cairns
	Weipa	Cairns
	Windorah	Brisbane or Rockhampton
*	Winton	NIL
*	Woorahinda	NIL
*	Wyandra	NIL
	Yarraman Island	Cairns
	Yaraka	Brisbane or Rockhampton
*	Yellowbank Junction	NIL
	Yorke Island	Cairns

**Note:** Officers at the centres marked with an asterisk are eligible for the leave concession only.